



# **CATHSSETA INTEGRATED MANAGEMENT SYSTEM**

## **MANDATORY GRANT APPLICATION USER MANUAL**

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# 1. INTRODUCTION



## 1.1 Overview of the Integrated Management System

The CATHSSETA is a public entity established in terms of the Skills Development Act 97 of 1998. CATHSSETA aims to promote economic and employment growth, social and economic development, redress inequalities in education and training and to facilitate and advance employment equity in the Culture, Arts, Tourism, Hospitality and Sports sectors.

CATHSSETA has developed the CATHSSETA Integrated Management System – **CIMS**. CIMS is based on the business processes and is designed to enable the CATHSSETA to implement the National Skills Development Plan 2030 more effectively.

CIMS has the following core functional modules:

1. **Skills:** The Skills Module gathers information and data from employers/entities about the organisation, workplace skills planning and the implementation of training. This information and data is used to process mandatory or discretionary grant applications, in line with CATHSSETA's Grants Policy. In addition, some of the data collected from employers is used in CATHSSETA's sector skills planning and research activities as well as for monitoring and evaluation.
2. **Finance:** The Finance Module focuses on mandatory grant payment, and discretionary grant disbursement in line with grants regulations that govern the payment and utilisation of levies and the CATHSSETA Grants Policy.
3. **ETQA:** The ETQA Module focuses on managing skills programme registration, qualification development, learnership registration, learning programme material management, workplace approval and mentor registration, skills development provider accreditation management, assessor and moderator registration and management, management of industry funded learners, provider monitoring, learner certification, and learner management.
4. **Projects:** The Projects Module supports the management of the CATHSSETA's funded projects.
5. **Reporting:** CIMS reporting functionality supports CATHSSETA's to decision-making as well as reporting to the DHET

## 1.2 Purpose of this User Manual

This document provides a guide on how to initiate a Mandatory Grant Application, capture the prior year training report and the mandatory grant plan

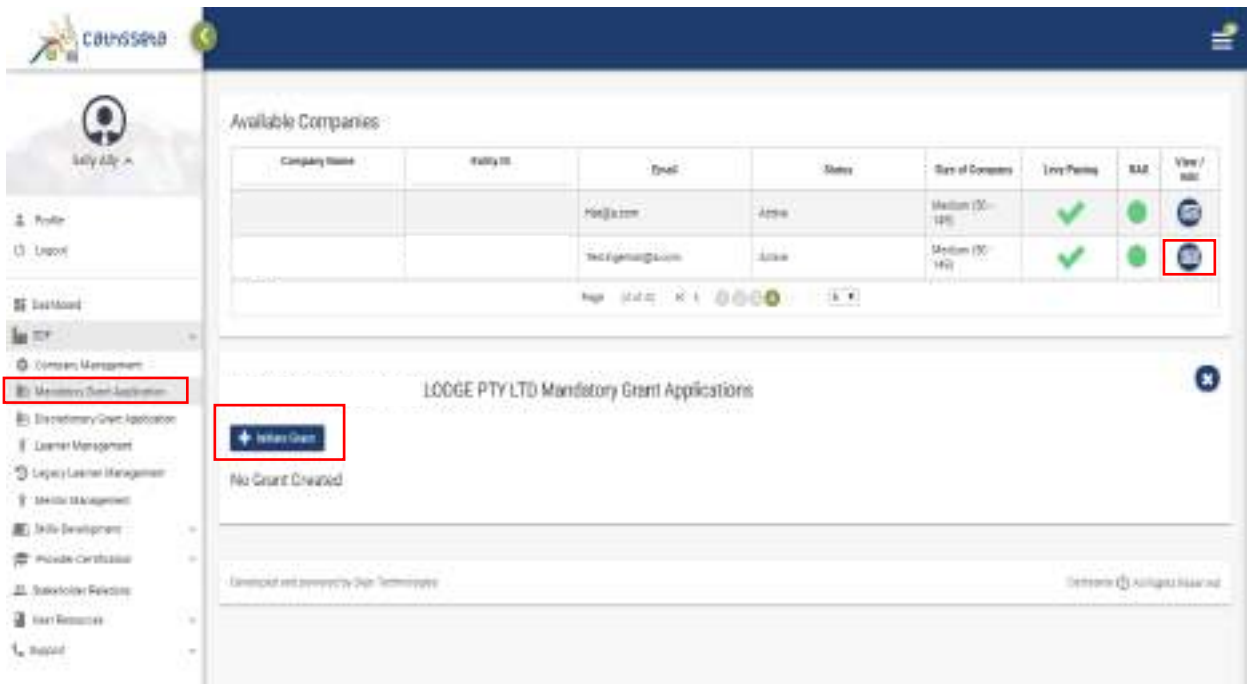
## 1.3 System Requirements

CIMS can be accessed using any browser and requires good Internet connectivity.

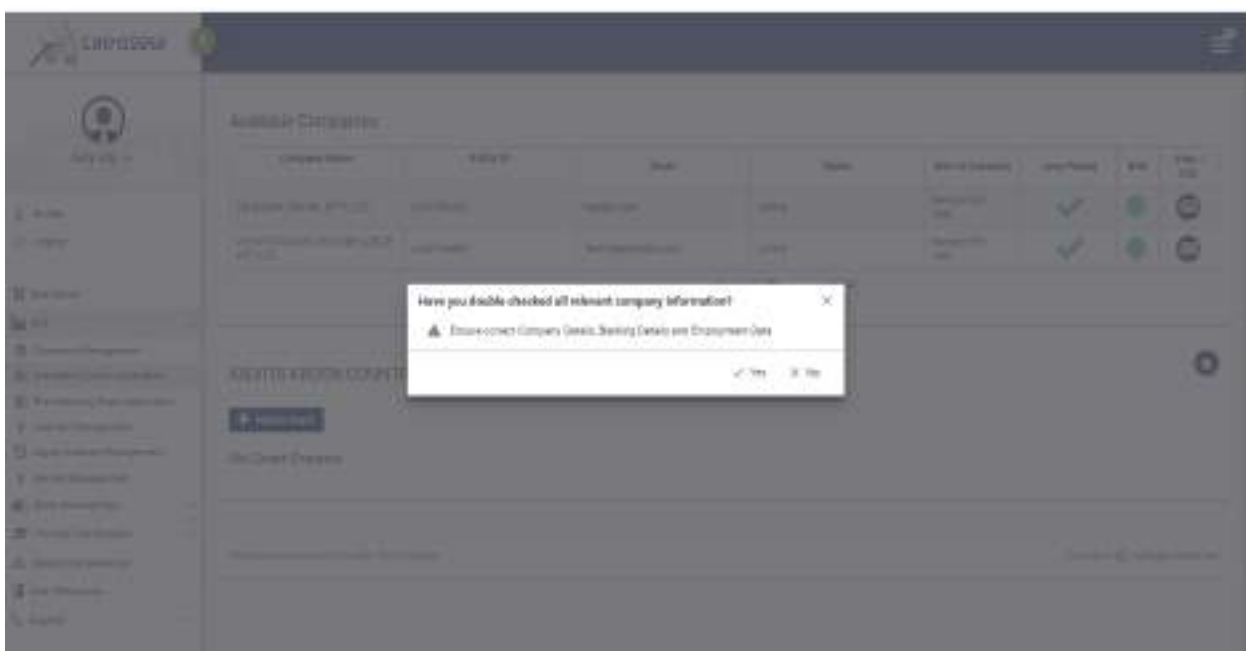
## 2. MANDATORY GRANT APPLICATION



1. Once you have captured your banking details, you can proceed to initiate the Mandatory Grant
2. Click on the Initiate Grant icon
3. Then click to initiate the grant



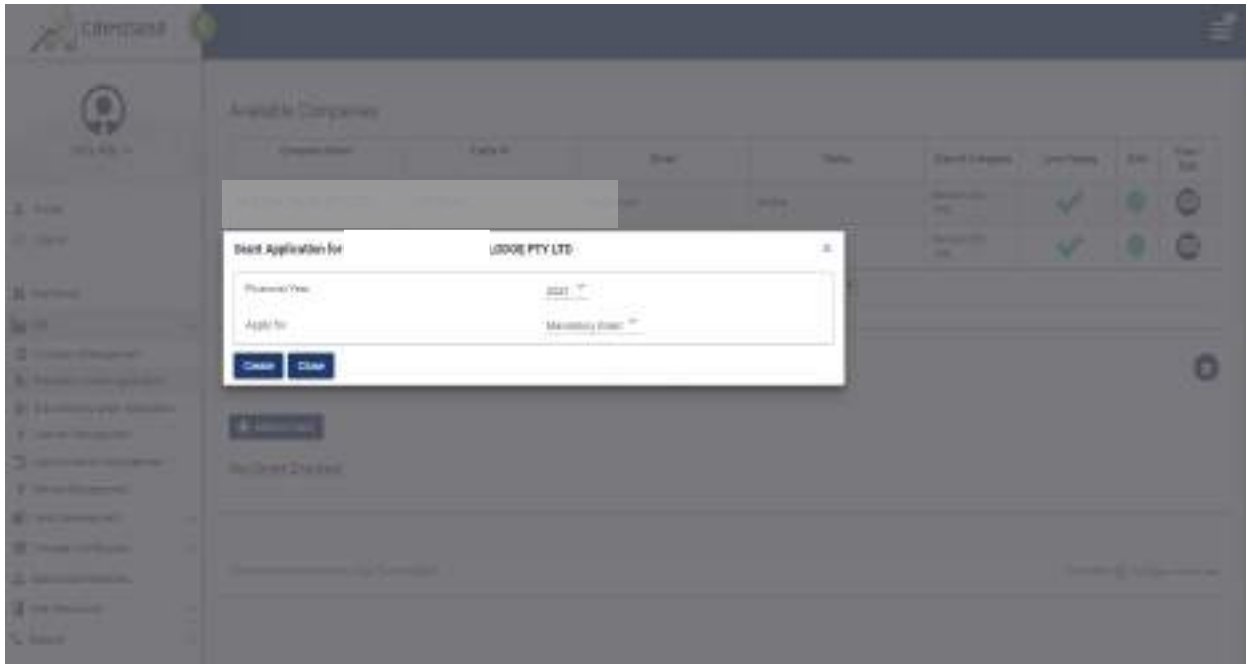
4. You will receive a pop-up notification, click yes if you have double checked that correct Company Details, Banking Details and Employment Data have been captured



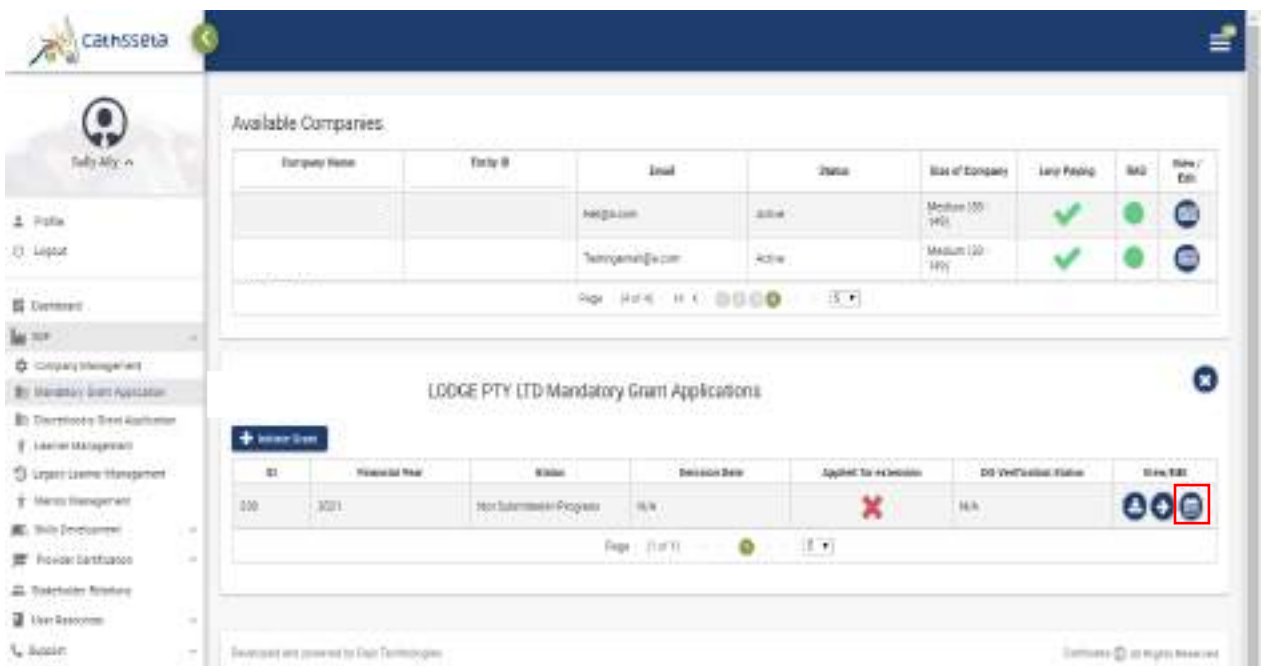
## 2. MANDATORY GRANT APPLICATION



5. Review the information, then click to create the Mandatory Grant Application



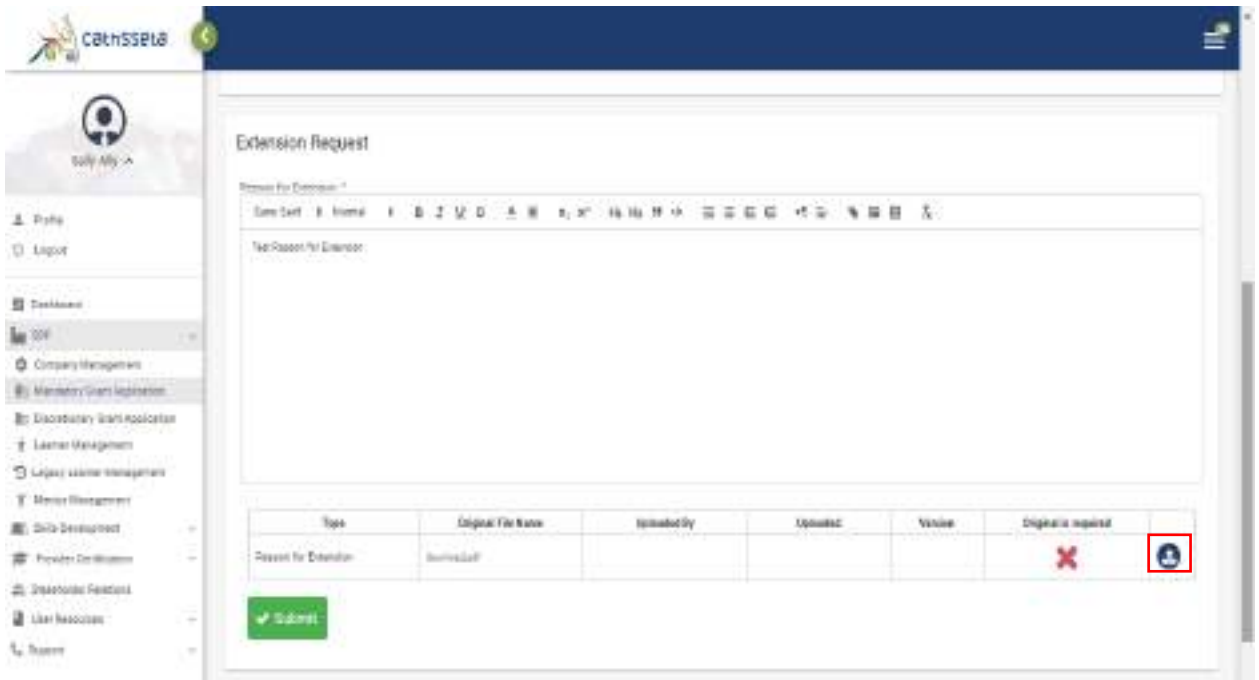
6. To apply for a grant extension click on the calendar icon.
7. Please note that Grant extensions will only be open from 1 April to 15 April



## 2. MANDATORY GRANT APPLICATION

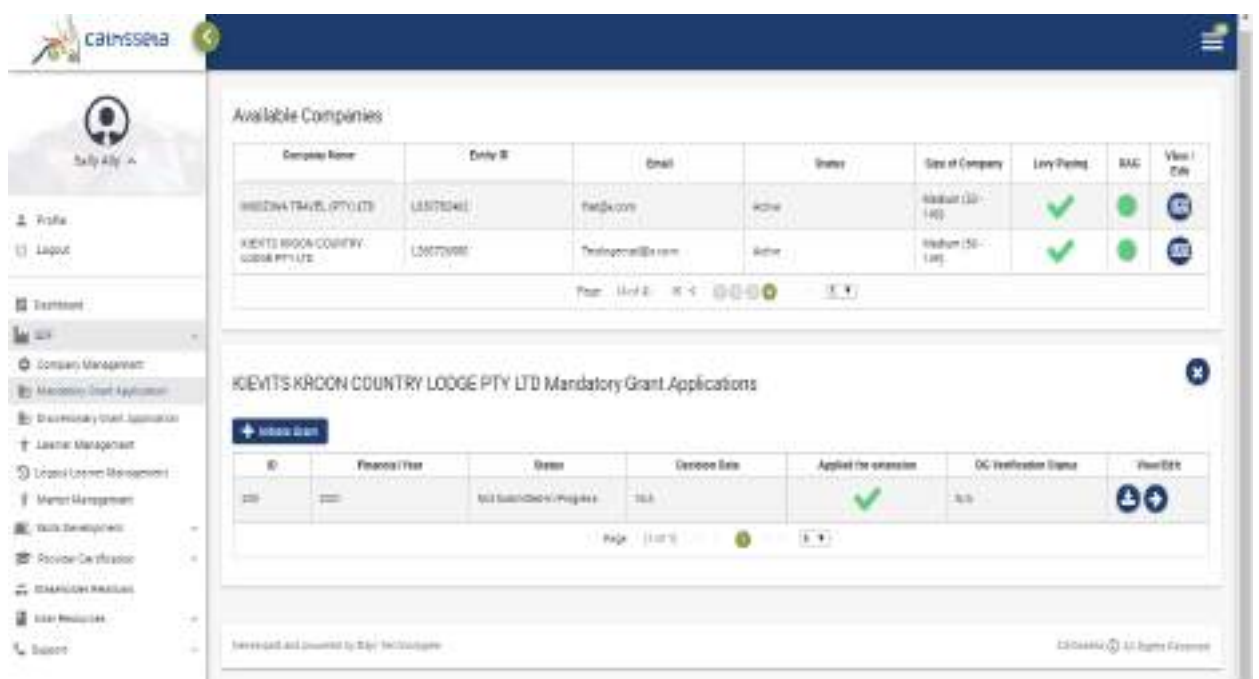


- You will be required to submit a reason for the extension request and upload a letter on your company letterhead. To upload click the blue icon
- Once you have uploaded the letter, and captured a reason for the request click submit



- You will notice that a green tick will appear indicating that you have applied for a grant extension

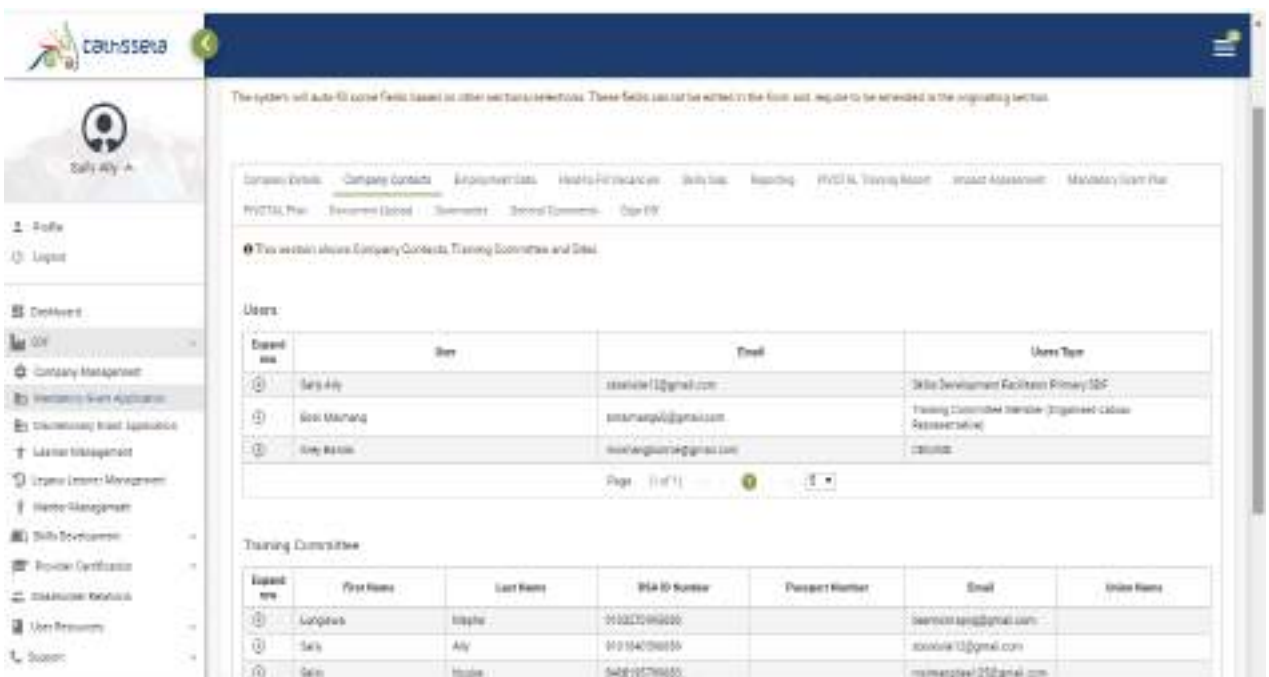
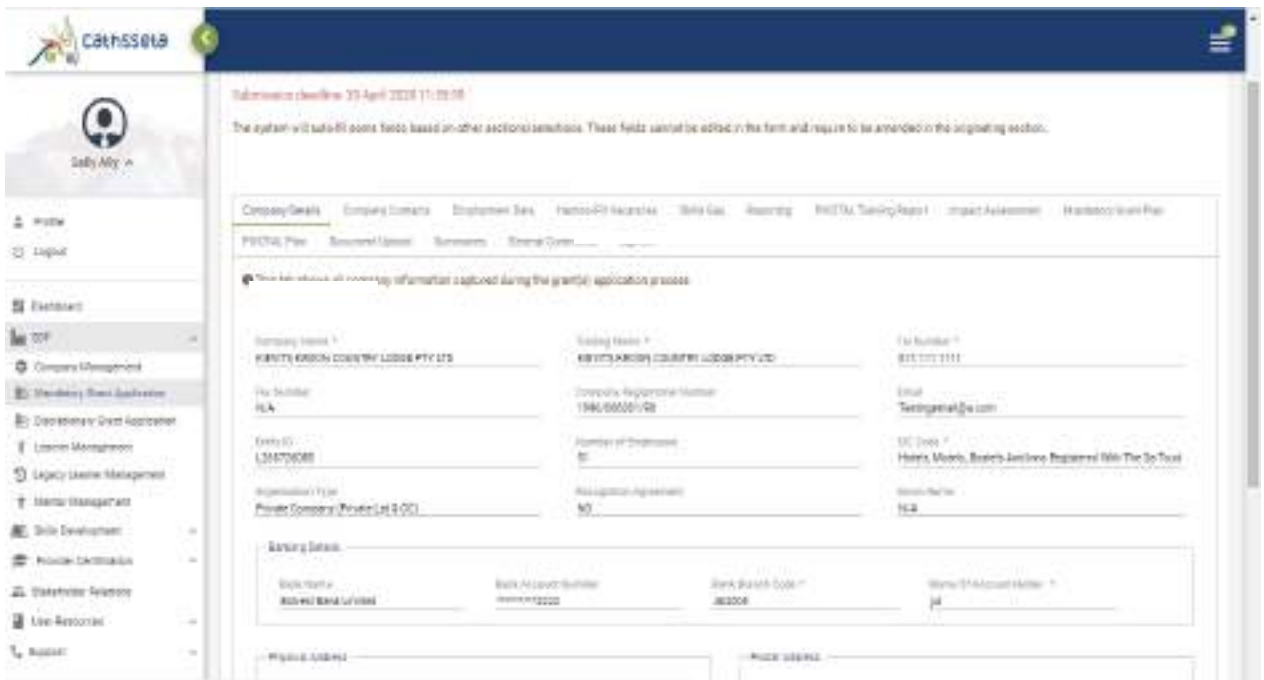
- Click the arrow to view/ edit your Mandatory Grant Application



## 2. MANDATORY GRANT APPLICATION



12. The Company Details, Company Contacts and Employment Data will be auto-filled, based on information that was captured on company registration.
13. To make changes to the information, please proceed to Company Management.



## 2. MANDATORY GRANT APPLICATION



The system will auto-fill some fields based on other sections information. These fields cannot be edited in the form and require to be amended in the existing section.

Company Details   Company Contact   Employment Data   **Hard to Fill Vacancies**   Skills Gap   Reporting   POTENTIAL Training Report   Impact Assessment   Mandatory Grant Plan

PROFA Plan   Document Upload   Summary   General Comments   Save CP

• This section helps identify any skills skills

Approved Vac	SQL Number	Site Number	ID Type	Employee ID	First Name	Last Name	Date of Birth	Gender	Equity	Nationality	Province	Sub Sector
<input type="checkbox"/>	00000000	J-08	Basic	100000000	J. Jolly	J. Jolly	1981-02-02	Female	Black African	South Africa	Training	
<input type="checkbox"/>	00000000	J-08	Basic	100000000	K. Thabane	Maximela	1987-06-25	Male	Black African	South Africa	Training	
<input type="checkbox"/>	00000000	J-08	Basic	100000000	K. Khumalo	Moseleme	1987-06-25	Male	Black African	South Africa	Training	
<input type="checkbox"/>	00000000	J-08	Basic	100000000	J. Jolly	A. A.	1987-06-25	Male	Black African	South Africa	Training	
<input type="checkbox"/>	00000000	J-08	Basic	100000000	J. Jolly	A. A.	1987-06-25	Male	Black African	South Africa	Training	
<input type="checkbox"/>	00000000	J-08	Basic	100000000	J. Jolly	A. A.	1987-06-25	Male	Black African	South Africa	Training	

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13. You will be required to indicate whether there are any Hard to Fill Vacancies in your organisation, if yes you will be required to complete details regarding the Hard to Fill Vacancies.

Company Details   Company Contact   Employment Data   **HARD TO FILL VACANCIES**   Skills Gap   Reporting   POTENTIAL Training Report   Impact Assessment   Mandatory Grant Plan

PROFA Plan   Document Upload   Summary   General Comments   Save CP

• This section helps identify any skills skills

**Vacancies Details**

• Indicate all vacancies where the business or your organisation has been unable to find sufficient and suitable candidates and post for 30 days.

Did you identify vacancies in accordance to the past year?  Yes  No

Province:

Registration date:

Site:

DE to Skills Development?

Describe the participating contribution?

Have these vacancies ever been able to fill for this position?

Number of vacancies for this position?

Degree of Difficulty?

Reason for difficulty experienced to fill vacancy?

Is this Hard to fill Vacancy skills based?

Period of Vacancy?

Work Experience Request?

Are there vacancies linked to transformation and empowerment equity with the company?



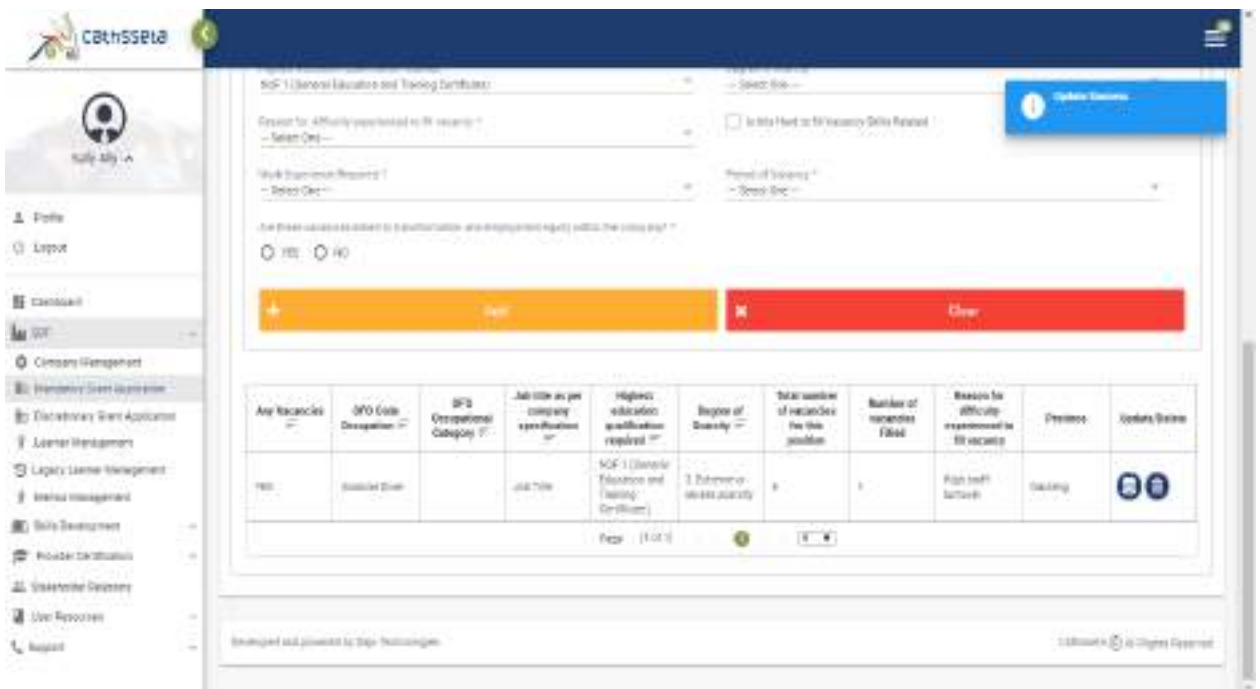
## 2. MANDATORY GRANT APPLICATION



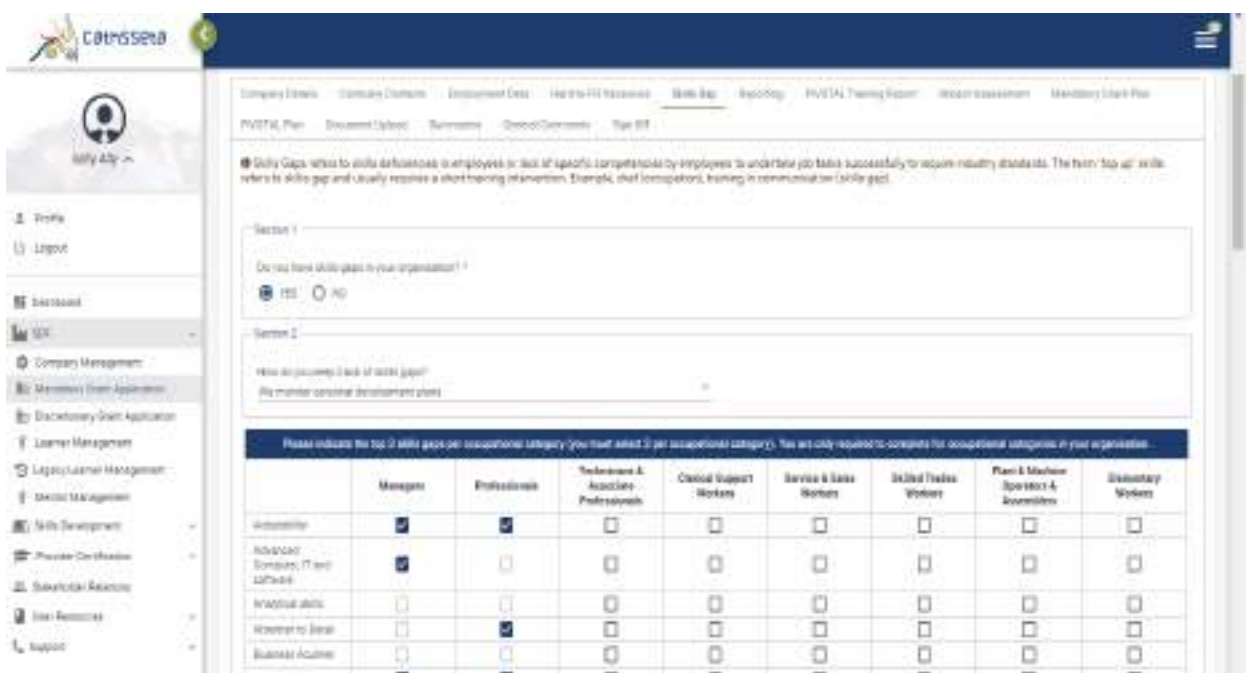
14. Once completed click add.

15. Upon successful submission you will receive a notification.

16. If there are multiple Hard to Fill Vacancies in your organisation, you can proceed to add, and the Hard to Fill Vacancies will be displayed in the table below



17. You will be required to indicate whether there are any Skills Gaps in your organisation, if yes you will be required to complete details on the Skills Gaps.



## 2. MANDATORY GRANT APPLICATION



18. You will be required to indicate the top 3 reasons for skills gaps per occupational category, once selected click submit.

	Managers	Professions	Technicians & Associate Professionals	Critical Support Workers	Service & Sales Workers	Skilled Trades Workers	Plant & Machine Operators & Assemblers	Elementary Workers
Lack of Training	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Lack of relevant experience	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Technological changes	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
New work practices	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
New products	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
New job skills	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

19. You will be required to indicate whether your organisation has completed any training in the current reporting period, if yes you will be required to report on your organisation's prior year training.

Reporting Options

Have you completed any training in the current reporting period?

Yes  No

Reporting

Company Name:

SAID Number:

Date of Birth:

Department Name:

Reporting Period:

Reporting Location:

## 2. MANDATORY GRANT APPLICATION



20. Once you have captured the required information click submit and the details will appear in the table below.

21. You can upload reporting entries using a CSV File. Click Upload CSV to upload.

Please note that the CSV File Template and Reporting Codes can be found in User Resources

The screenshot shows the CathSseta reporting interface. At the top, there is a 'Submit' button. Below it, a red bar indicates 'Details All'. The main section is titled 'Reporting' and contains a table with the following columns: 'Expand', 'First Name', 'Last Name', 'RSA ID/RAJID/RAID', 'DPS Code', 'Employment Status', 'Funding Method', 'Intervention Type', 'FROTH/Non-FROTH Programme', 'Delivery Method of Training', and 'Highest Subject Qualification'. A single row of data is visible, showing a user named 'Samantha Jones' with an RSA ID of '110124050000', a DPS Code of '2011-04-01 - 22/04/2011', and an employment status of 'Employed'. Below the table, there is a 'Download CSV' button and a 'Reset CSV' button.

Expand	First Name	Last Name	RSA ID/RAJID/RAID	DPS Code	Employment Status	Funding Method	Intervention Type	FROTH/Non-FROTH Programme	Delivery Method of Training	Highest Subject Qualification
	Samantha	Jones	110124050000	2011-04-01 - 22/04/2011	Employed	Assessment	Learning Opportunity	Private	Online (delivered by Moodle) provides who is part of the organisation	

22. Once you have captured the required information click submit and the details will appear in the table below.

## 2. MANDATORY GRANT APPLICATION



23. PIVOTAL Learning Programmes will be auto-filled in the PIVOTAL Training Report. To make any changes to the information you will need to update Reporting

The screenshot shows the 'Mandatory Grant Form 2021' interface. The main content area is titled 'PIVOTAL Training Report'. It contains a table with the following data:

Export icon	First Name *	Last Name *	RQA ID/Passport Number	OFO Code/Competence	Employment Status	Funding Method	Intervention Type	PIVOTAL/Non PIVOTAL Programme	Delivery Method of Training
	Samir	Jones	Y0104096/00	20110410 / Roman Dico	Employed	Random Grant	Education / Unemployed Level 5	Private	Address (Belongs to service provider who is not part of the organisation)

Below the table, it says 'Page 1 of 1' and 'Developed and powered by: Technogig'. The bottom right corner says '© 2020 Cathsseta Ltd. All Rights Reserved'.

24. You will be required to indicate whether what you have reported in line with what you have planned for the year, if No you will be required to Indicate the number of people affected by the indicators below applicable to your organisation

25. Once completed click complete

The screenshot shows the 'Mandatory Grant Form 2021' interface. The main content area is titled 'Mandatory Grant Form 2021'. It contains a form with the following sections:

Is what you have reported in line with what you have planned for the year?  YES  NO

Indicate the number of people affected by the indicators below applicable to your organisation

Output/Constructs	Quantity
Operational Requirements	People Involved in Training
Intervention	

At the bottom, there is a green 'Save' button.

## 2. MANDATORY GRANT APPLICATION



26. You will be required to indicate whether your planned training is in line with your Employment Equity Plan?,

27. You will also be required to complete the Mandatory Grant Plan .

The screenshot shows the 'Mandatory Grant Plan' form in the CathSseta system. The form includes a header with navigation tabs like 'Company Details', 'Company Contacts', 'Employment Data', etc. Below the header, there is a section for 'Mandatory Grant Plan' with a text area for 'Indicate whether your planned training is in line with your Employment Equity Plan?'. Below this, there is a table for 'Mandatory Grant Plan' with columns for 'First Name', 'Last Name', 'EET Code', 'Date of Birth', 'Country', 'Province', 'Company', 'Reporting Method', 'Mandatory Grant', and 'Workshop'. The form is currently empty.

28. Once you have captured the required information click submit and the details will appear in the table below.

29. You can upload reporting entries using a CSV File. Click Upload CSV to upload.

Please note that the CSV File Template and Reporting Codes can be found in User Resources

The screenshot shows the 'Mandatory Grant Plan' table in the CathSseta system. The table has the following columns: 'Export icon', 'First Name', 'Last Name', 'RSA ID/Passport Number', 'EET Code', 'Employment Status', 'Funding Method', 'Intersession Type', 'PROFAL/Non-PROFAL Programme', 'Delivery Method of Training', and 'Highest Isclass Qualification'. There is one row of data with the following values: '1015481104-400000 (Online (Self))', 'Employed', 'Mandatory Grant', 'Learning Employment Level 5', 'Practical', 'Online (Delivered by provider providers is not part of the organisation)', and 'NQF 5 (Higher Certificate)'. Below the table, there is a 'Download CSV' button and an 'Upload CSV' button. Below the 'Upload CSV' button, there is a 'CSV Import System' table with the same columns as the main table.

## 2. MANDATORY GRANT APPLICATION



30. PIVOTAL Learning Programmes will be auto-filled in the PIVOTAL Training Plan. To make any changes to the information you will need to update Reporting

Mandatory Grant Form 2021 (Not Submitted-in Progress)

Submission deadline: 30 April 2021 11:59:59

The system will auto-fill some fields based on other sections' selections. These fields cannot be edited in the form and require to be amended in the originating section.

Company Details | Company Contact | Employment Data | Health & Safety | Skills Gap | Reporting | PIVOTAL Training Report | Impact Assessment | Mandatory Grant Plan

PIVOTAL Plan | Document Upload | Summary | General Comments | Sign Off

To make any changes to the information below, you will have to update Mandatory Grant Plan

PIVOTAL Plan

Employee	First Name	Last Name	RSI ID/Transport Number	QPS Code	Employment Status	Municipality	Funding Method	Delivery Approach i.e. Learnership, Bursary, Skills programme	PIVOTAL Programme
				221102154- RABOD Clerk	Temporary	City of Johannesburg Metropolitan Municipality	MANAGE E&E	Learnership Development Level 5	Private

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31. You will then be required to upload the required documents. Required documents have a tick in the document is required column.

32. Click the red icon to upload a file

Mandatory Grant Form 2021 (Not Submitted-in Progress)

Submission deadline: 30 April 2021 11:59:59

The system will auto-fill some fields based on other sections' selections. These fields cannot be edited in the form and require to be amended in the originating section.

Company Details | Company Contact | Employment Data | Health & Safety | Reporting | PIVOTAL Training Report | Impact Assessment | Mandatory Grant Plan

PIVOTAL Plan | Document Upload | Summary | General Comments | Sign Off

This section allows you to upload any required documents

Documents | View Documents

Documents

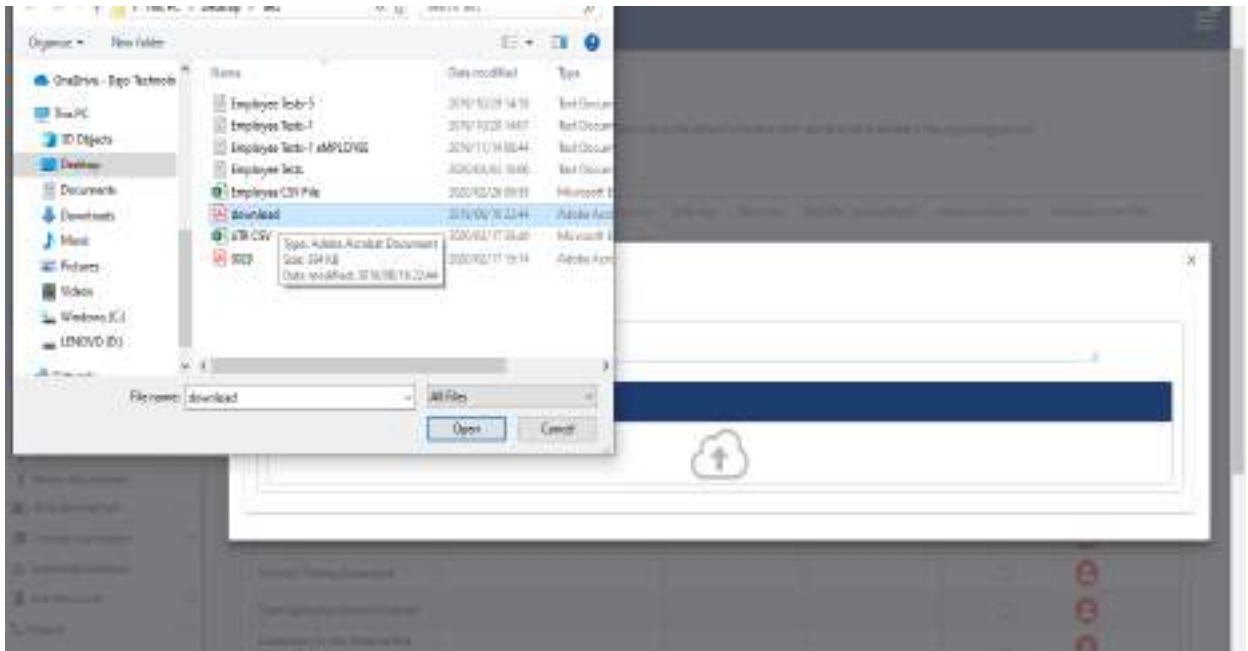
Some documents will become required when certain conditions are met

Type	Uploaded By	Submitted	Status	Document is Required
Attendance Register (Certificate) Statement of Results				<input checked="" type="checkbox"/>
Training Certificate Module				<input checked="" type="checkbox"/>
Training/Deviation Motivation				<input type="checkbox"/>
Workshop Training Expenses				<input type="checkbox"/>
Grant Application Impact Evidence				<input type="checkbox"/>
Agreement for trial employment				<input type="checkbox"/>

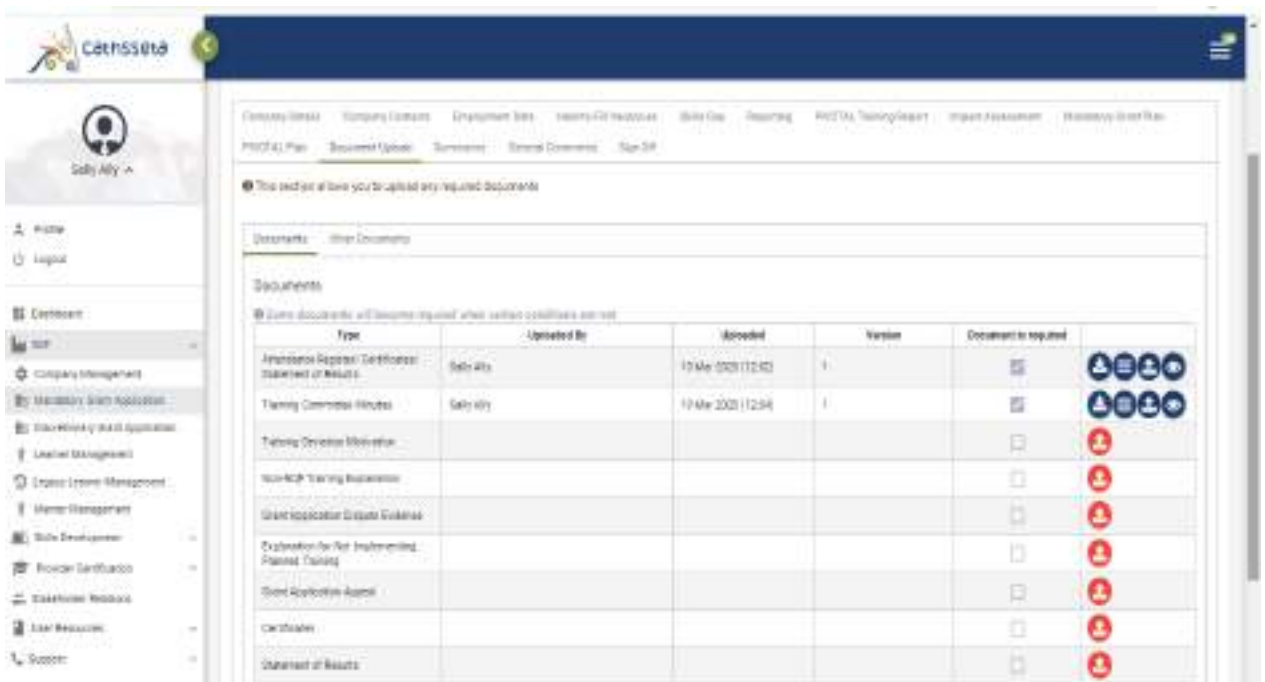
## 2. MANDATORY GRANT APPLICATION



33. Select the required file and the file will be uploaded



34. By clicking on the blue icons, you can view the uploaded documents online, re-upload the document, download the document or view document history.



## 2. MANDATORY GRANT APPLICATION



35. You can view summaries of the Employee Data, Reported Training and Planned Training information captured in the Summaries.

**Summaries**

**Employee Profile**

Profile	Urban/Rural	Off Code Occupation	Female	Male	PWD Female	PWD Male	SA	Non SA	Off Code Description
Beating	Urban	(2019-211481) Retail Office	1	0	0	0	11	0	

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**Employee Equity Profile**

Off Code Occupation	Urban/Rural	Black African Female	Coloured Female	Indian Indian Female	White Female	Black African Male	Coloured Male	Indian/Asian Male	White Male	Female	Male
(2019-211481) Retail Office	Urban	0	0	0	0	0	0	0	0	1	0

Page: 1 of 1

**Employee Status Profile**

Off Code Occupation	Urban/Rural	Permanent Employment	Contract Employment	Unemployed	Formerly Employed in:	Total

36. You can also add additional comments, by clicking on add comments. Capture the comment then click add

The system will auto-fill some fields based on other sections/sections. These fields cannot be edited in the form and require to be amended in the originating section.

Company Details | Company Details | Employment Data | Head/PWD Statistics | Skills Gap | Reporting | PWETA Training Report | Impact Assessment | (Headline) Head Plan

PWETA Plan | Document Detail | Summaries | **General Comments** | Sign Off

**ADD Comment**

General Comments

Comments

Test comment 0

**+** **Add** **X** **Close**

Create Date	User	Comments
16/01/2020	Sally Ally	Test comment

Page: 1 of 1

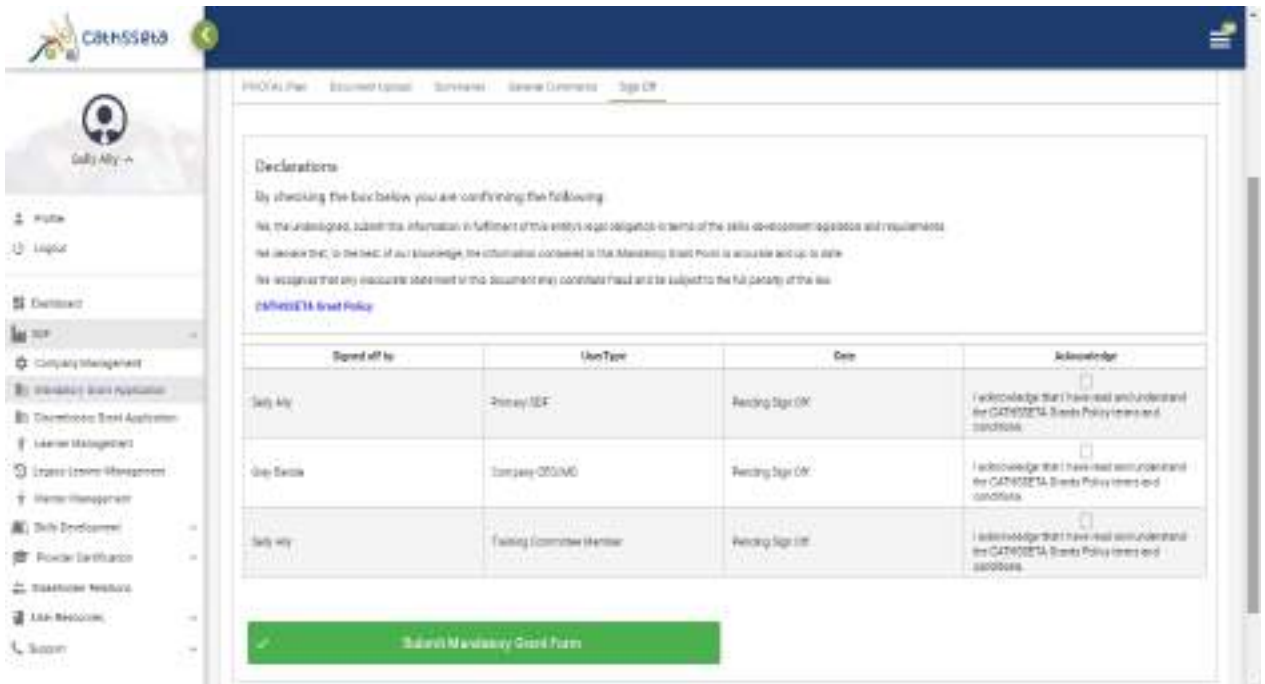
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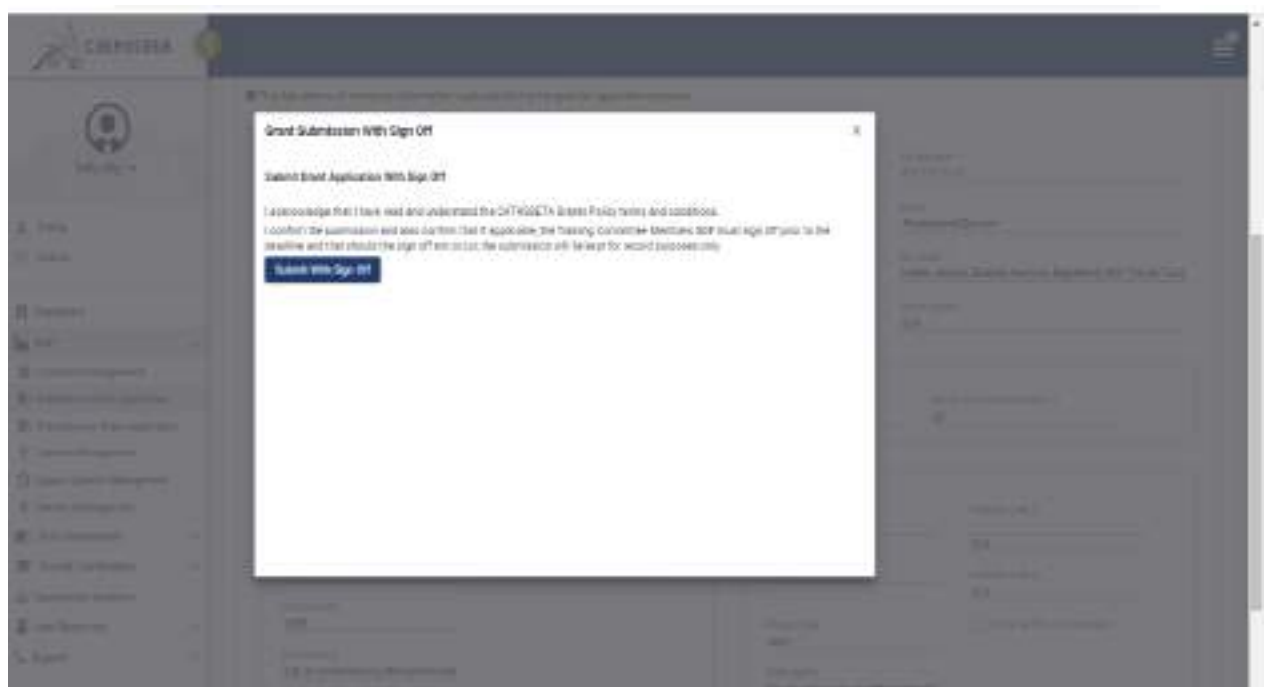
## 2. MANDATORY GRANT APPLICATION



37. You will be required to read the declaration and as the Primary SDF you will also be required to click on the green button to submit the Mandatory Grant Application



38. An acknowledgement pop-up will be displayed, click on submit with sign off to submit the Mandatory Grant Application



## 2. MANDATORY GRANT APPLICATION

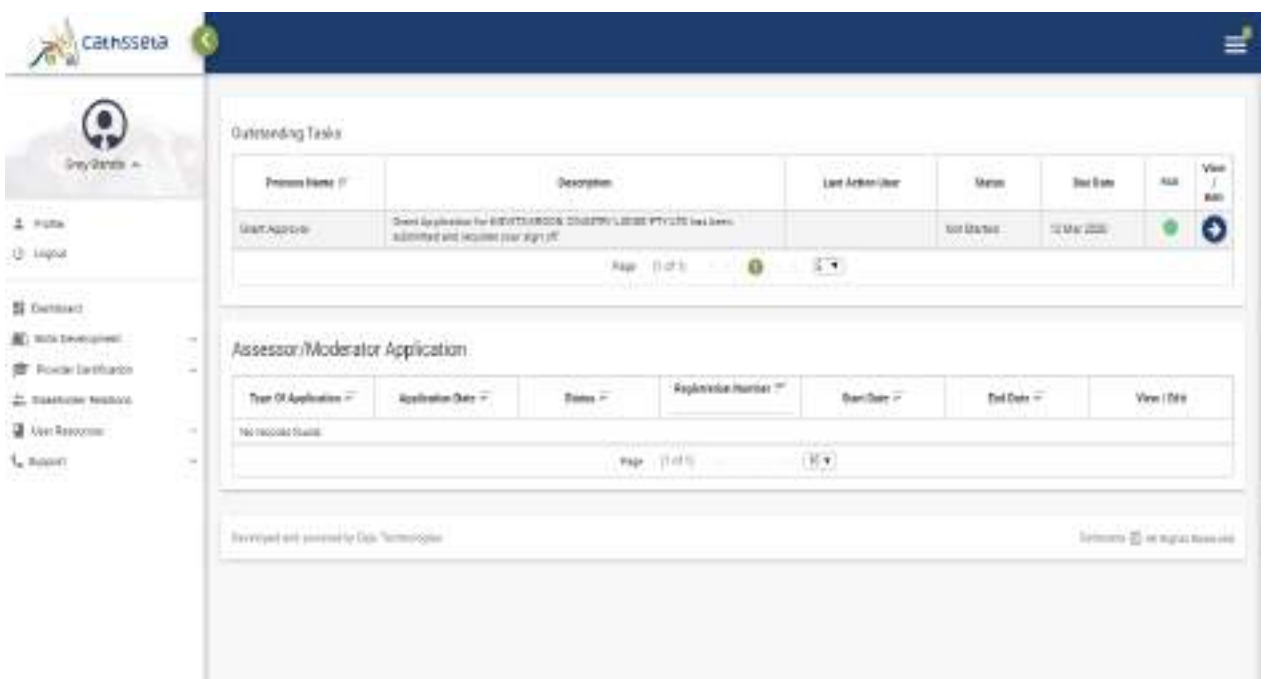


39. Upon submission, the designated users to sign-off the Mandatory Grant will receive an email notification indicating that the Mandatory Grant Application for the company has been submitted and required their sign-off



40. Upon receipt of the email, the designated users will receive an outstanding task to sign-off the Mandatory Grant Application

41. The designated users must click to the arrow to view/edit the task



## 2. MANDATORY GRANT APPLICATION



42. The designated user will be re-directed to the Mandatory Grant to review the grant

Submission deadline: 15 April 2023 11:00:00

The system will auto-fill some fields based on other sections (as follows). These fields cannot be edited in the form and require to be amended on the originating section.

Company Details | Company Contact | Employee Data | Mandatory Application | SBA User | Reporting | FETSA Training Report | Impact Assessment | Mandatory Grant Plan

▼ This tab shows all company information captured during the grant's application process

Company Name *	Trading Name *	Tax Number *
KAY'S BROS COACH LODGE PTY LTD	KAY'S BROS COACH LODGE PTY LTD	811 117 1111
Tax Number	Company Registration Number	City *
64	19615681181	Town/Village *
Entity ID (201710000)	Number of Employees	Other Name *
Registration Type	Registration Agreement	Country *
Private Company (Pty Ltd)	30	SA

Working Details

Bank Name	Bank Account Number	Bank Branch Code *	Branch Account Holder *
Standard Bank Limited	1404412222	20208	pt

PHYSICAL DETAILS

PHYSICAL DETAILS

43. Upon review the designated user must read the declaration and tick the acknowledgement box and click green the sign off button to submit the Mandatory Grant Application

By clicking the box below you are confirming the following

We, the undersigned, submit this information in full truth and to the best of our knowledge and belief.

We declare that, to the best of our knowledge, the information contained in this Mandatory Grant Training account set up is true.

We acknowledge that any inaccurate statement in this document may constitute fraud and be subject to the full penalty of the law.

[CATHSSETA Grant Policy](#)

Sign off by	User Type	Date	Acknowledge
Kelly Ally	Mandatory SDF	12/03/2023 12:00	I acknowledge that I have read and understood the CATHSSETA Grants Policy terms and conditions.
Kay's Bros	Company Director	Pending Sign Off	I acknowledge that I have read and understood the CATHSSETA Grants Policy terms and conditions.
Kelly Ally	Training Committee Member	12/03/2023 12:00	I acknowledge that I have read and understood the CATHSSETA Grants Policy terms and conditions.

Sign Off Grant

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44. Please note that the Mandatory Grant Application will **not** be submitted to the CATHSSETA for validation and evaluation until all designated users have signed off the Grant.